

~~CONFIDENTIAL~~

4 October 1978

MEMORANDUM FOR: Executive Officer, OIA

FROM : [REDACTED]  
Chief, USSR Division, OCR

SUBJECT : Loan of OCR Files

1. Since 1969, OCR has provided a loan service to OIA divisions of certain files: [REDACTED]

[REDACTED] Recent concern about the handling of compartmented materials and the requirements that we itemize on a transmittal manifest each document in a transmitted compartmented OCR file have led us to rethink how we handle this loan service. Consequently, we recommend the following new procedures:

-OIA analysts should contact the OCR/USSR Division analyst directly when information from [REDACTED] is needed; these requests should be specific as to type of information/reports needed;

-OCR/USSR Division analysts will generally provide the collateral file on a two-week loan basis; if the file is small, copies of pertinent documents will be Xeroxed and sent to the OIA analyst, and, if the file is large (viz., multi-volume), the OCR analyst will suggest that the file be reviewed in OCR;

-OCR/USSR Division analysts will screen the compartmented files based on the request. If there are 10 or less pertinent compartmented documents, the OCR/USSR Division analyst will Xerox these documents and forward the copies to the OIA analyst. The USSR Division analyst will not forward PI reports, which are available in the NPIC library. If there are more than 10 pertinent compartmented documents, the OCR analyst will call the OIA analyst and suggest that the file be reviewed in USSR Division. If circumstances warrant and the USSR Division branch chief agrees, the compartmented file may be loaned for a two-week period.

[REDACTED]

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2. These are interim procedures; new security guidelines may force further changes. Our concern is not to denigrate our service to OIA but to better protect sensitive compartmented information. If these procedures present any problems, please contact [redacted] the chief of my Economic Branch, on [redacted]

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3. The change in procedures on loaning OCR files might be the appropriate occasion to provide OIA analysts with briefings on the total spectrum of USSR Division files, projects and services. If you have individuals interested in such briefings, please contact me or [redacted]

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TRANSMITTAL SLIP		5 Oct 1978
TO: Executive Officer, OIA		
ROOM NO.	BUILDING	
REMARKS:		
<i>Note to Davis by</i>		
FROM: Ch/USSR/OCR		
ROOM NO.	BUILDING	EXTENSION

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